

DIRECTOR OF EMERGENCY MEDICAL SERVICES

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

This class comprises an Emergency Medical Services (EMS) position in the Fire Department, the major duty of which includes assisting the Fire Chief in monitoring EMS programs, policies, and procedures. The Director of Emergency Medical Services observes, documents, and reviews all aspects of EMS operations; make recommendations for maintaining competency of all personnel performing EMS functions; provides training in order to assure compliance with established standards; and maintains division records to assure conformance with accepted medical and EMS protocol. The employee of this class exercises no direct supervision over the line classes; however, the incumbent directs the emergency medical services operations at the emergency scene under the Incident Command System. The Director of Emergency Medical Services works with a high degree of independence, reporting to and having work reviewed by the Fire Chief.

EXAMPLES OF WORK

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Manages the operation of the fire department emergency medical services. Assists the Fire Chief in the development of policies and procedures for fire department emergency medical services and EMS training. Keeps informed on modern methods of emergency medical work, and any local situations in which emergency medical services may be called upon to respond. Determines how emergency medical services operating units should be organized, along with number and distribution of such units. Studies new laws, regulations, ordinances, and court rulings relating to emergency medical services in order to incorporate such into the operations of the department.

Responds to fire or emergency calls to direct the emergency medical operations and the use of medical equipment. Provides emergency medical care to the sick or injured at the emergency scene. Observes and evaluates emergency medical procedures at the emergency scene in order to correct errors or to incorporate needed changes into the training program. Participates in the Incident Command System. Directs operations pertaining to emergency medical services at mass casualty incidents. Follows triage procedures.

Exercises direct supervision over subordinate personnel who are performing emergency medical services at the emergency scene. Supervises employees by assigning work or duty areas, assigning work schedules, and reviewing reports written by subordinates as it relates to emergency medical services. Conducts inspections and observes

emergency medical operations. Discusses work performance with personnel, and their supervisors, providing emergency medical services. Holds meetings with subordinate fire officers for the purpose of receiving reports and disseminating information on emergency medical services. Investigates complaints against personnel performing emergency medical services and formulates a recommendation for reply to the complaint or action to be taken.

Develops an emergency medical service training program for the department and sees that such program is properly staffed and supplied with training resources. Conducts formal training classes in emergency medical services operations and in areas necessary to prepare personnel for certification in EMS. Trains subordinates in either informal training sessions or by providing on-the-job training. Evaluates effectiveness of training to determine the need for additional training or for changes in the training program by analyzing the results of training tests. Provides for regular employee training at all levels within the department by scheduling employees for outside training.

Determines what information should be included in EMS records and determines in what form this information should be kept. Personally completes and supervises the preparation and maintenance of emergency medical services records, reports, and forms such as personnel records, patient care records, activity reports, and inventory records. Writes narrative reports on any areas related to the operation of EMS or to the training of personnel in emergency medical services procedures, including operational reports, statistics, trends, requests, proposed legislation, and changes in local ordinances. Reviews official emergency medical service correspondence and responds by letter, phone, or personal contact.

Provides for accounting of all monies and assets assigned to the Emergency Medical Services. Recommends purchases and maintains inventory of emergency medical services equipment and supplies. Gathers information regarding EMS needs and expenditures to be used in compiling budgets.

Promotes a positive public image of the fire department and of the Emergency Medical Services provided by the fire department. Communicates with other medical professionals and the public, dealing with complaints, answering questions, and discussing division operations or training. Serves as liaison between fire service medical operations and area hospitals. Coordinates the EMS work of the department with other government and public safety agencies on projects of mutual concern. Attends official meetings, delivers speeches, and meets with civic and governmental groups regarding the Emergency Medical Service of the department. Acts as department representative to the news media in matters related to the Emergency Medical Services. Collects and analyzes data gathered from polls, surveys, and other information gathering devices to develop policy

recommendations for the Emergency Medical Services.

Performs any related duties assigned.

QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States.

After offer of employment, but before beginning work in this class, must pass a physical examination, the selection and administration of which shall be authorized by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Must have a high school diploma or a valid certificate of equivalency issued by a state department of education.

Must possess a valid driver's license.

Must have at least five (5) years of full-time experience as a firefighter or first responder.

Must possess certification as Emergency Medical Technician-Paramedic.

Must be certified as a Basic Life Support Instructor.

Must not be less than twenty-one (21) years of age.